

## QUESTIONS AND ANSWERS

1. **QUESTION:** On page 5 of the RFP, Under B. Conference Rooms, on the table, in front of each of the Break-out Rooms (1 to 8) it states that the Estimated Qty of Days is 4. However, on page 9, under item 4 of B. Conference Room – Breakout ..., it states that the breakout rooms are needed for only 2 days (Dec 4 and 5). Could you please clarify whether each breakout room is needed for the full 4 days or only for 2 days?

**ANSWER:** An Amendment to the Solicitation has been issued to reflect the change of the Break-Out Rooms (1 to 8) - Estimated Quantity of Days from 4 to 3. Page 9, Item 4 under B. Conference Room has been changed for 3 days, **Monday December 3, Tuesday December 4 and Wednesday December 5, 2018.**

2. **QUESTION:** Page 7 states “Hotel must be located in central Lisbon (within 2 kilometers of the Lisbon Rossio train station.” We have been able to find hotels with more economical pricing to the Government but which are further away than 2 km (up to 4.5km, about 10 minutes walking distance from the US Embassy). Is this a disqualifying requirement?

**ANSWER:** The location within 2 kilometers of the Lisbon Rossio train station is a requirement.

3. **QUESTION:** Can we provide 2 option offers, one within the 2 km perimeter and one outside?

**ANSWER:** You may provide 2 option offers, however the location within **2 kilometers of the Lisbon Rossio train section is requirement.**

4. **QUESTION:** As you know, hotels will not hold up to the reservation for long unless it is firmly booked. Can you tell when the decision and award selection will be done?

**ANSWER:** It is our intention to award as soon as possible after review of the proposals.